



Village Treasurer

Department: Office of Management and Budget
Division: Not Applicable
Date: January 20, 2021

General Purpose

The Village Treasurer performs a variety of routine and complex clerical, accounting, finance, investment, tax collection, and administrative work in administering the treasury function of the Village.

Supervision Received

Works under the general direction and supervision of the Village Administrator.

Supervision Exercised

The Village Treasurer provides supervision to assigned clerical and administrative staff.

Essential Duties and Responsibilities

The items below are illustrative, but not limited to, the position.

1. The Village treasurer shall be the ex officio Village Collector and Village Comptroller.
2. Keep books of account of the receipts and expenditures of all funds.
3. Keep accurate detailed accounts of:
 - a. All taxes and assessments, general or special in nature, assessed by or on behalf of the Village and all money due to the Village from any and every source.
 - b. Revenue received and the sources from which the revenue was derived; and
4. Prescribe the method of keeping accounts for all funds of the Village, which method shall be uniform as nearly practicable, shall conform to the laws of the state, and shall be consistent with generally accepted governmental accounting standards.
5. Implement procedures to effectively inform and advise all departments, boards, and commissions of sound financial practices.
6. Present to the Board of Trustees annually, and whenever required by the Village Administrator, and maintain a detailed statement of the current financial condition of the Village, which shall include all receipts and expenditures of the various funds and activities of the Village; a detailed statement of the debt of the Village and the purpose for which it was incurred; and an inventory of all real estate, personal property, supplies, and equipment of the Village with both their cost and estimated current value.
7. Balance the books of accounts and funds of the Village each calendar month and make quarterly public financial statements, under the direction of the Village Administrator, to the Board of Trustees.
8. Examine and audit all accounts and claims against the Village. The Village treasurer shall not issue any draft, check, or warrant until such examination and audit verifies the correctness of



the account upon which the same is issued; provided, however, that drafts, warrants, or orders shall only be issued when signed by two of the authorized individuals listed in Title 3, Chapter 3.01, Section 3.01.060 of the Savoy Municipal Code;

9. Maintain a proper purchasing system and approve all purchases or expenditures prior to the final approval of the Village Administrator; unless the Village treasurer certifies that there is an unencumbered balance of budgeted or appropriated and available funds for the purpose for which the expenditure is to be made, no encumbrance and no expenditure shall be made; pay Village debts or obligations promptly when payment is authorized by law; implement procedures and advise Village departments relative to proper purchasing practices;
10. Conduct studies and make recommendations to the Village Administrator as to reductions in costs of Village activities.
11. Have custody of all public funds belonging to or under the control of the Village, or any office, department, board, commission, or agency of the Village, deposit all Village funds into such depositories as may be designated by resolution or ordinance of the Board of Trustees subject to the requirements or restrictions of law.
12. Have custody of all investments and invested funds of the Village government, or in possession of the Village in a fiduciary capacity; have the safekeeping of all bonds, notes, or other evidence of indebtedness of the Village, and be responsible for the receipt and delivery of the same for transfer, registration, or exchange.
13. Supervise and direct the collection of all moneys due to the Village from any other source whatsoever, unless otherwise provided by law and all moneys due the Village collected by any other municipal officer or employee of the Village; such moneys shall be promptly accounted for and paid into the Village treasury.
14. Collect all taxes, special assessments, license fees, and other revenues of the Village or for whose collection the Village is responsible and receive all money receivable by the Village from the state or federal government; from any court; or from any office, department, board, commission, or agency of the Village or from any source whatsoever.
15. Maintain payroll records and pay the Village payroll as required by law.
16. Assist in the preparation of the annual budget, tax levy, revenue forecasts, and other financial documents. Conduct and prepare evaluations of the Village's financial condition.
17. Submit to the Board of Trustees, and make available to the public, a complete report on the finances of the Village as of the end of each fiscal year.
18. Serve as manager of all surplus property to be disposed of by the Village, its departments, boards, commissions, and agencies and supervise the procedures for such disposal.
19. Assist the human resources functions of the Village by providing requested financial data pertinent to the Village's risk management and insurance program.
20. Serve as the Village's ex officio agent and liaison to the pension funds to which the Village, its employees, or municipal officers contribute funds.
21. Serve as the Village's Illinois Municipal Retirement Fund (IMRF) Agent.
22. Perform all other duties required by law of Village comptrollers, treasurers, and collectors which have not been specifically provided for in this section; and



23. Perform all other duties that the Village President and the Village Administrator may from time to time direct, as it relates to financial operations.

Minimum Qualifications

- Bachelor's degree in accounting, finance, business administration, public administration, or related field.
- At least five (5) years of increasingly responsible experience in financing, accounting, and budgeting.
- Equivalent combination of education, training, licensure, and experience.
- Must be bondable.

Preferred Qualifications

- Master's degree in accounting, finance, business administration, public administration, or related field.
- Ten (10) years of increasingly responsible experience in financing, accounting, and budgeting in the government sector.
- Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), Chartered Financial Analyst (CFA), Certified Management Accountant (CMA), or similar professional financial license or designation.

Knowledge, Skills, and Abilities

Knowledge of:

- Best practices for municipal financial management, including Governmental Accounting Standards Board (GASB) principles, Generally Accepted Accounting Principles (GAAP), fund accounting, municipal bonding, capital project financing, internal controls, municipal accounting, and revenue and expense considerations related to development.
- Effective municipal budgeting, financial forecasting, and fiscal planning.
- Accounts payable, accounts receivable, and tax collection functions.

Skill in:

- Excellent interpersonal and written communication.
- Effective short-term and long-term financial forecasting.
- Developing systems for producing a 1-year operating budget and a 5-year capital budget.

Ability to:

- Lead, coach, and train assigned staff in a focused and effective manner.
- Create effective working relationships with staff, elected official, and community stakeholders.
- Prepare and analyze complex financial reports.
- Maintain efficient and effective financial systems and procedures.
- Accurately account for Village funds.
- Evaluate capital needs based on life-cycle estimates, engineering evaluations, and maintenance costs.



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- Accurately evaluate fiscal impacts of budgetary decisions and administrative actions.
- Communicate complex financial information effectively to a general audience.

Tools and Equipment Used

Personal computer, including the Microsoft 365 Suite and financial accounting software; 10-key calculator; phone; fax; and copy machine.

Physical Demands

Work is performed mostly in office settings. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, climb, or balance, stoop, kneel, crouch or crawl, and to smell.

The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee works in an indoor office environment. Ambient noise is generally and moderately quiet.

Disclaimer

The physical demand and work environment characteristics described here are representative of those an employee encounters while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position description does not constitute an employment agreement between the Village and employee and is subject to change as the needs of the Village and the requirements of the job change.

Examples of duties listed in this position description are intended only as illustrations of the various types of work performed. The omissions of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's position description is maintained as part of their personnel file. Additional copies of position descriptions may be requested through the Department Head.